

Internal Job Posting: Executive Assistant

Job Title: Executive Assistant

Reports To: Executive Director and Director of Human Resources.

Date: May 2019

The Executive Assistant performs a wide variety of executive-level administrative tasks in support of the Executive Director and the Director of Human resources. Displays initiative and resourcefulness in identifying and promptly and appropriately addressing issues, and maintains excellent communication and working relationships with all colleagues inside and outside RefugeeOne.

Competencies Include:

- Effective oral and written communication
- Excellent organizational skills
- Proficiency in computer skills, multiple software platforms
- Evidence of a high-level discretion and respect for confidentiality and demonstrated ability to interact with a diverse workforce when dealing with the public and/or with difficult situations.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities and balance priorities
- Ability to work productively in an unstructured environment with frequent interruptions

Education/Experience:

- Possess a Bachelor's Degree or equivalent
- Self-directed, a proactive problem solver with the ability to manage priorities and workflow with minimal oversight
- 5-7 years of administrative work experience

Time Commitments

- 20 hours per week
- Must be available for special events and training
- Must attend board meetings and all-staff quarterly meetings and events